1. Building permit official will give you 3 copies of the affidavit form (1 Original and 2 Copies)

2. Take the affidavits with you to the Real Property Assessment Division at 842 Bethel St.

3. Go to the Support Services (Phone # 768-3799). Personnel there will help you to determine if the property is considered "LAND COURT" or "REGULAR".

A) If property is considered LAND COURT:

1 Fill in the following:

   DOCUMENT NO. ____________________________
   DEED DATE ____________________________
   TRANSFER CERTIFICATE OF TITLE NO. ____________________________

2 Have the Owners sign ALL copies of the affidavit, and have them notarized.

3 Return to the Permit Branch with plans, permit application, and ALL copies of the affidavit.

B) If property is considered REGULAR:

1 Fill in the following:

   DEED DATE ____________, LIBER NO. ____________, and PAGE NO. ____________
   or
   BUREAU OF CONVEYANCES DOCUMENT NO. ____________________________
   or
   BUREAU OF CONVEYANCES INSTRUMENT NO. ____________________________

2 Have the Owners sign ALL copies of the affidavit, and have them notarized.

3 Go to the State Bureau of Conveyances at the State Office Building at 1151 Punchbowl St. (corner of Beretania and Punchbowl) to have the affidavit recorded. The bureau will keep the original.

4 Return to the Building Permit Branch with plans, permit application and 2 copies of the affidavit.